Figure 62: Group indicator

Hiding details

To hide the details of any group of rows or columns:

1) Click on the minus (–) sign on the group indicator.

2) Alternatively, select a cell within the group and go to **Data > Group and Outline > Hide Details** on the Menu bar.

3) The rows or columns are hidden and the minus (–) sign becomes a plus (+) sign on the group indicator.

Showing details

To show the details of any hidden groups of rows or columns:

1) Click on the plus (+) sign on the group indicator.

2) Alternatively, select a cell on each side of the hidden group and go to **Data > Group and Outline > Show Details** on the Menu bar.

3) The hidden rows or columns are displayed and the plus (+) sign becomes a minus (–) sign on the group indicator.

Ungrouping

To ungroup any groups of rows or columns:

1) Make sure the grouped rows or columns are displayed and click on a cell within the group.

2) Go to **Data > Group and Outline > Ungroup** on the Menu bar, or use the keyboard combination *Ctrl+F12*.

3) If only rows or only columns are grouped, they are ungrouped. If both rows and columns are grouped, select either **Rows** or **Columns** on the Ungroup dialog and click **OK**.

> ⚠️ **Caution**
>
> Any hidden groups of rows or columns must be displayed. If they are hidden, then the grouped rows or columns are deleted from the spreadsheet.

> ✅ **Note**
>
> If there are nested groups, only the last group of rows or columns created is ungrouped.

AutoOutline

If a selected cell range contains formulas or references, Calc can automatically outline the selection. For example, in Figure 63 the cells for the 1st and 2nd quarters each contain a sum formula for the three cells to their left. If you apply the **AutoOutline** command, the columns are grouped into two quarters.

To apply the AutoOutline function, go to **Data > Group and Outline > AutoOutline** on the Menu bar. Calc will then check for cells that contain formulas or references and automatically group the cells as necessary.